



**HARBOR COMMISSION BOARD MEETING**

**Draft Minutes**

**June 28, 2022**

**5:00 PM**

Coastal Gateway Building

3900 Avila Beach Drive, Avila Beach, CA 93424

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**DRAFT MINUTES**

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**CALL TO ORDER / PUBLIC COMMENT**

**Call to Order:** President Brandy called the Meeting to order at 5:07 PM.

Commissioners Present Drew Brandy, Mary Matakovich, Bob Vessely, Bill Barrow, and Jim Blecha

Commissioners Absent: None

Staff Present Suzy Watkins, Harbor Director; Jennifer Dance, Business Manager

Legal Counsel Present Jeff Minnery

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**Public Comment:** President Brandy called for public comment on the Closed Session items, of which there were none.

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**ADJOURN TO CLOSED SESSION**

President Brandy adjourned to Closed Session at 5:07 PM.

**Pursuant to Government Code §54957.6:** Conference with labor negotiators. Agency designated representatives: Harbor Director, Suzy Watkins; Legal Counsel, Jeff Minnery. Employee Organization: Service Employees International Union, Local 620.

**Pursuant to Government Code §54957.6:** Conference with labor negotiators. Agency designated representative: Harbor Director, Suzy Watkins. Employee Organization: Port San Luis Harbor Patrol Officers Association.

**Pursuant to Government Code §54956.9(d)(1):** Conference with District Counsel regarding existing litigation in the matter of *Lowry v. Port of San Luis Harbor District*.

**Pursuant to Government Code §54956.9(d)(1):** Conference with District Counsel – pending litigation in the matter of *Andrea Lueker v. Port San Luis Harbor District, et al.*, SLO Superior Court Case No. 22CV-0317.

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**ADJOURN TO OPEN SESSION**

The Board ended Closed Session, and President Brandy reconvened the Meeting to Open Session at 6:06 PM.

**Report on Closed Session:**

President Brandy stated there is nothing to report.

## **ROLL CALL / PUBLIC COMMENT**

<u>Commissioners Present</u>	Drew Brandy, Mary Matakovich, Bob Vessely, Bill Barrow, and Jim Blecha
<u>Commissioners Absent:</u>	None
<u>Staff Present</u>	Suzy Watkins, Harbor Director; Jennifer Dance, Business Manager, Chris Munson, Facilities Manager; Matt Ashton, Chief Harbor Patrol Officer; Phil Sexton, Treasurer; Linda Hendy, Accountant
<u>Legal Counsel Present</u>	Jeff Minnery

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**Public Comment:** President Brandy called for public comment on items not on the agenda, and the following commented:

- **Shirley Goetz**, Founder of Avila Beach Bird Sanctuary, announced her retirement from the Monofilament Recovery and Recycling Program. She reported that she last collected 51 ounces of usable monofilament recycling line.
  - **Tom Swem**, Port Captain, Port San Luis Yacht Club
  - **Ron Pigeon**, Resident of Arroyo Grande
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## **CONSENT ITEMS**

**A. Activity Reports:** May 2022; receive and file.

**B. Treasurer's Report:** April 2022; receive and file.

**C. Monthly Payables:** May 2022 check register; receive and file.

**D. Minutes:** May 24, 2022, Minutes; recommend approval.

**E. Lighthouse Keepers:** Quarterly update; receive and file.

**F. Fiscal Year End 2021/22 Budgetary Transfers:** Budgetary Transfers for Fiscal Year-End 2021/22; recommend approval.

**G. Fiscal Year 2022-23 Salary Schedules:** Review salary schedules; recommend approval.

**H. Avila Pier Lumber Bid Award:** Review results of Invitation to Bid and award contract; recommend approval.

## **THE FOLLOWING CONSENT ITEMS WERE COMMENTED ON:**

**B. Treasurer's Report:** April 2022; receive and file.

**D. Minutes:** May 24, 2022, Minutes; recommend approval.

**G. Fiscal Year 2022-23 Salary Schedules:** Review salary schedules; recommend approval.

**H. Avila Pier Lumber Bid Award:** Review results of Invitation to Bid and award contract; recommend approval.

**Public Comment:** President Brandy called for public comment and there were none.

**Action:** Commissioner Blecha moved to approve all Consent Items with revisions to Consent D; seconded by Commissioner Barrow. Motion passed 5-0.

## **DISCUSSION ITEMS**

- A. Public Hearing for 2022-23 Final Budget:** Receive public comment and approve Final Budget; adopt Resolution 22-12.

Accountant Linda Hendy presented the Staff Report as well as a brief Final Budget PowerPoint and answered questions of the Board.

Facilities Manager Chris Munson answered questions of the Board.

Harbor Director Suzy Watkins answered questions of the Board.

**Public Comment:** President Brandy called for public comment and there were none.

**Action:** Commissioner Matakovich moved to adopt Resolution 22-12 approving the Final Budget for Fiscal Year 2022-23 and waived the reading; seconded by President Brandy. Motion passed 5-0.

- B. Proposed Budget Adjustment for Gear Storage Facility:** Recommend approval

Harbor Director Suzy Watkins presented the Staff Report.

Facilities Manager Chris Munson answered questions of the Board.

**Public Comment:** President Brandy called for public comment, and there were none.

**Action:** Commissioner Barrow moved to approve a budgetary transfer allocating additional funding for Capital Project Harbor Terrace Gear Storage, in the amount of \$16,400, funding source Operating Reserves and allow Harbor Director or designee to approve contracts for stated improvements; seconded by Commissioner Matakovich. Motion passed 5-0.

- C. Update of Policy Handbook:** Review and approve proposed updates to the following Policies: 1000 – Purpose of Board Policies; 1010 – Adoption/Amendment of Policies; 1020 – Conflict of Interest; 1030 – Public Complaints; 1050 Copying Public Documents; 2000 – Executive Officer; 2080 – Employee Status; Recommend approval.

Harbor Director Suzy Watkins presented the Staff Report.

**Public Comment:** President Brandy called for public comment, and there were none.

**Action:** Commissioner Barrow moved to approve the following proposed updates to the Policies as revised by the board: 1000 – Purpose of Board Policies; 1010 – Adoption/Amendment of Policies; 1020 – Conflict of Interest; 1030 – Public Complaints; 1050 Copying Public Documents; 2000 – Executive Officer; 2080 – Employee Status; seconded by Commissioner Blecha. Motion passed 5-0.

**\*note:** Amended Policies 1010 and 2080 shall come back to the Board as Consent Items, for final review.

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## **COMMUNICATIONS**

**Commissioner Bill Barrow** shared that he was in Monterey and had the opportunity to see a hoist on the pier that has the capability to hoist sailboats with their masts on.

**Commissioner Mary Matakovich** announced that the Avila Beach Civic Association is hosting a 4<sup>th</sup> of July Pancake Breakfast and invited the Board Members and Staff.

**Commissioner Matakovich** also requested the Board consider and authorize the continuation of remote meetings and to keep it as a standing agenda item.

**Legal Counsel Jeff Minnery** summarized the requirements of AB361 related to remote meetings.

## **FUTURE AGENDA ITEMS**

Identification of items to be placed on future Agendas:

- **August 2022:** Draft 2023 License to do Business on District Property Request for Proposals
  - **November 2022:** Approval of 2023 License Renewals and new License Proposals
  - **Ongoing:** Port San Luis Harbor District Policy Update
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## **ADJOURNMENT**

The meeting adjourned at 7:40 PM to the next regularly scheduled meeting on Tuesday, July 26, 2022, at 6:00 PM.

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Drew Brandy, President

Attest: \_\_\_\_\_

Bob Vessely, Secretary